

[Company Name/Lending Institution]
[Address Line 1]
[City, State, Zip Code]
[Date]

RE: Joint Guarantor Loan Approval Notice

To: [Guarantor 1 Name] and [Guarantor 2 Name]
[Guarantor Address]
[City, State, Zip Code]

Dear [Guarantor 1 Name] and [Guarantor 2 Name],

We are pleased to inform you that the loan application for **[Primary Borrower Name]** has been formally approved. This approval is based on your agreement to act as Joint Guarantors for the following facility:

- **Loan Account Number:** [Account Number]
- **Loan Amount:** \$[Amount]
- **Loan Term:** [Number of Months/Years]
- **Interest Rate:** [Percentage]%

As Joint Guarantors, you are both held "jointly and severally liable" for the full repayment of this debt. This means that if the Primary Borrower fails to make payments, [Company Name] has the legal right to seek recovery of the outstanding balance, including interest and fees, from either or both of you.

Please find the enclosed Guarantee Agreement. Both parties must sign this document in the presence of a witness and return it to our office by [Deadline Date].

The funds will be disbursed to the Primary Borrower once all signed documentation has been verified.

If you have any questions regarding your obligations as guarantors, please contact our loan department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Name of Loan Officer]
[Title]